**West Australian Caterers Pty Ltd**

**t/a**

**The Slow Food Caterers**

**Unit 7/14 Niche Parade Rd Wangara WA 6065**

**Ph:** 08 9466 3124
**Fax:** 08 9716 7321

**LIST OF KEY DUTIES AND RESPONSIBILITIES**

**Position: Clerk level 2**

**General Explanation**

Level 2 clerk caters for employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under general direction. Employees at this level are responsible and accountable for their own work which is performed within established guidelines. In some situations detailed instructions may be necessary. This may require the employee to exercise limited judgment and initiative within the range of their skills and knowledge.

**Key duties to be performed:**

* Reception/switchboard duties
	+ respond to catering enquiries as appropriate
	+ provide advice and information on our services
		- send out quotation package
		- confirm bookings
		- update booking information accordingly in the system
* liaise with cooks and kitchen hands regarding timesheets and pay
* Maintain records and/or journals including initial processing and recording relating to the following:
	+ - reconciliation of bank statements to balance;
		- incoming/outgoing cheques;
		- invoices
		- debit/credit items;
		- payroll data;
		- petty cash
		- letters

I accept these duties and responsibilities

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Employee Signature Date: